

# Subdividing Your Residential Lot

City of Raleigh  
Development Plans Review Center

## Schedule A. Subdivisions Fees

Properties less than 2 acres	\$150
Properties between 2 & 4 acres	\$500
Properties greater than 4 acres	\$1200
Infill subdivisions of 3 or fewer lots	\$250
Infill subdivisions of 4 or more lots	\$500

EFFECTIVE DATE: 11/01/02

## Schedule B. Map Recordings Fees

Recombinations	\$100
Final subdivision plat	\$100 + \$5/lot
Exempt subdivision plat	\$100 + \$5/lot
Right-of-way & easement plats	\$100
Boundary survey plats	\$50

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District*	Minimum Lot Area** (Sq. Ft.)	Minimum Lot Width	Minimum Corner Lot Width	Minimum Lot Depth
Rural Res.	40,000	65'	80'	100'
R-2	20,000	65'	80'	100'
R-4	10,890	65'	80'	100'
Sp. R-6	7,260	50'	65'	80'
R-6	7,260	50'	65'	80'
All Others	5,000	45'	60'	70'

## Whom do I contact for subdivision information?

The Development Plans Review Center is located on the third floor of the One Exchange Plaza Building, 219 Fayetteville Street. For information on subdividing your land or to request an application form, please call 516-2626.

## What is a subdivision?

A subdivision is a division of land into 2 or more lots for the purpose of sale, inheritance or building development.

## Why subdivide land?

The Raleigh City Code requires that each residence be located on its own lot. Therefore, prior to constructing a second house on a tract of land, a new lot must be created.

## Starting the subdivision process

Although the subdivision process can be accomplished within 4 weeks, unexpected issues sometimes arise. A typical subdivision takes about 6-10 weeks. The preliminary subdivision application should be filed at least 8-12 weeks before the scheduled sale of property or start of construction.

## Subdivision approval procedures

There are 2 basic steps for subdividing a lot. The first is preliminary subdivision approval and the second is final plat approval.

**Preliminary Subdivision Approval** - This process involves the review of a map which shows the parcel of land to be subdivided, the location of the existing house and buildings (if any), the new lot line(s), the adjacent street(s), and water and sewer lines. This map does not have to be professionally drawn, but is required to be drawn to scale (such as 1 inch equals 20 feet, or 30 feet, or 40 feet, etc.). There are two types:

(1) Preliminary subdivision plans approved by the City administrative staff. The average time period for this approval is 6-10 weeks.

(2) Preliminary subdivision plans for "infill" residential subdivisions approved by the Planning Commission. An "infill" subdivision is defined as a residential tract of land:

- Less than 5 acres in size; and
- at least 66% of the surrounding lots contain a single family dwelling; and
- any of the newly proposed lots are less than 80% of the median lot size of the surrounding developed lots, or are proposed to have less than 80% of the median street frontage of the surrounding developed lots.

The preliminary approval process for "infill" subdivisions requires that all neighboring property owners be notified by the applicant and that a public hearing be held before the Planning Commission. The average time period for this approval is 8-10 weeks.

See Schedule A. for fees to be submitted along with all preliminary subdivision applications.

## Final Plat Approval

This process involves the review of the final subdivision plat, drawn by a Registered North Carolina Surveyor, to be recorded in the Wake County Register of Deeds. Final plats are approved by the staff of the Planning Department, based on the approved preliminary subdivision plan, and any conditions of approval of the preliminary plan. The time period for review of plat can range from 3-7 days per submission depending on the work load in the Planning Office. Often changes or corrections are required, which may add to the time required for review. A \$100.00 review fee plus \$5.00 per lot is required. (see attached Schedule B.) Upon receiving final plat approval, the plat may be recorded in the Wake County Register of Deeds office. Building permits can then be issued on the new lot(s), or the lot(s) may be sold. If public improvements such as street construction or a water or sewer line extension are needed, construction drawings must be approved prior to final plat recording. Often fees must be paid or other conditions must be satisfied prior to recording the plat. The Wake County Register of Deeds is located at 300 South Salisbury Street. There is an additional recording fee required at the Register of Deeds Office.

## Subdivision standards

All properties within the jurisdiction of the City of Raleigh are zoned. Each residential zoning district requires that new lots be a minimum size and dimension. Additionally, each lot must adjoin and gain access from a public street. New lots should be "side by side" to each other and should not have one lot in front of the other. The adjoining table lists the minimum lot size and minimum lot dimensions for residential lots within the City's zoning districts.

\*\* When City water and sewer is not located near the property, the use of private well and septic is permitted. In this case, the individual lots must comply with the minimum lot size as determined by the Wake County Health Department, 856-7450.

\* To find out how your property is zoned, contact the Zoning Division of the Planning Department, 516-2626 or access our web site at [www.raleighnc.org/planning](http://www.raleighnc.org/planning)

District	Front Yard	Rear Yard	*Aggregate Side Yard	Corner Side Yard	Side Yard
Rural Res	40'	30'	20'	20'	10'
R-2	30'	30'	20'	20'	10'
R-4	30'	30'	20'	20'	10'
Sp.R-6	20'	20'	15'	20'	5'
R-6	20'	20'	15'	20'	5'
R-10	20'	20'	15'	20'	5'
R-15	20'	20'	15'	20'	5'
R-20	20'	20'	15'	20'	5'
Sp.R-30	**	20'	10'	**	**
R-30	20'	20'	10'	20'	5'

## Building setbacks

In addition to the minimum lot size requirements, the City's Zoning Code requires that houses be located a minimum distance from the street, from the side lot lines and front and rear lot lines. If the new lot line runs beside the existing house, enough distance must be provided between the side of the house and the lot line to meet the minimum yard setback. If a corner lot is being subdivided and the new lot line runs behind the house, enough distance must be provided between the rear of the house and the lot line to meet the minimum rear yard setback. The following table lists the minimum building setbacks required within each residential zoning district.

\* The aggregate side yard is the sum of both side yards. If the minimum aggregate requirement is 15 feet and 5 feet is provided on one side yard, then, 10 feet is required for the other side yard.

\*\* Please call the Development Plans Review Center at 516-2626 to obtain information on the Special R-30 Front Yard and Corner Side Yard setback requirements.

Please note that special tree protection yards may be required along some major streets. This may affect the building set back and lot size. The plans reviewer in the Development Plans Review Center can advise you.